

# **Kansas City Composite Squadron Position Policies**

## **MAINTENANCE OFFICER (LGM) (P206)**

### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

Reports to the Logistics Officer

Exercises staff supervision and coordination of all aircraft maintenance

They shall:

- Make recommendations to the Logistics Officer for the improvement of the maintenance program
- Ensure that aircraft are painted and identified in accordance with current directives
- Ensure that aircraft are maintained in an airworthy condition and mission ready status in accordance with FAA requirements and CAP directives
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1<sup>st</sup> of September annually to the Squadron Commander
- Maintain records on registration, monthly activity reports, maintenance records, corrosion control, and 100 hour/annual inspections CAPR 67-4, CAPR 66-1 and Wing Policy
- Ensure compliance and completion of the "Aircraft Compliance Inspection Worksheet" as needed

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- Ensure additional equipment stored on the baggage compartment is accounted for on every flight's weight and balance records
- Progress towards the Master skill set rating CAPP 206
- The maintenance officer should be familiar with CAP directives in the 62-2, 66, 67-1, 76, 77 and 900 series, Federal Aviation Regulations 43, 45, and 91 and Federal Aviation Advisory Circulars 20-35C, 20-5F, 39-7B, 43-9B, 43-12A and 61-9B